OFFICE OF TRAINING

OPERATIONS SCHOOL

CLANDESTINE SERVICES RECORDS II #9

(Biographic Research)

31 July - 4 August 1967

30 Hours

Room 1-A-07, Headquarters

25X1A9a

███████████████

Chief Instructor

Room 615, 1000 Glebe Road

Extension 3396

Group I
Excluded from automatic
downgrading and
declassification

- F O R E W O R D -

    CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

    Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

    Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

    A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

Monday, 31 July 1967

0830-0900	Administration and Course Introduction	Chief Instructor

Issue of student kits, seating and student review of reading material ans schedule.

Reading:

25X1A

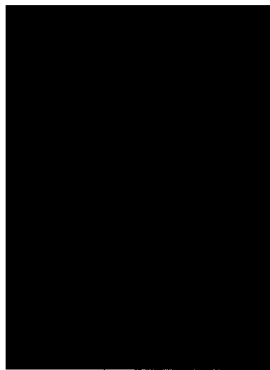Read: "An Experience in Name Tracing"   Chapter 1, Sec. 3&5

0900-0950   Biographic Research in the CS

An outline of research and investigative procedure. Biographic research at Headquarters related to investigation at the Field Station.

25X1A

1000-1040   FILM: An Exercise in Name Checking

1050-1200   OCR/Biograph Register

C/OCR/BR/SR

A description of OCR/BR sources and services available to the researcher.

1200-1300   Lunch

1300-1350   The Office of Security Index and Biographic Services

OS/OSD   25X1A

A description of the services provided by the Office of Security in both the checks of the various other US Government agencies and in providing investigative or research services.

1400-1500   Introduction to non-CS Indices and Files   Mr.   25X1A

Tuesday, 1 August 1967

0900-1000   Collation and Analysis of Biographic
            Information

1000-1500   Biographic Research Practical
            Exercise

9a

Wednesday, 2 August 1967

0900-1400   Biographic Research Practical
            Exercise (continued)

1400-1500   Writing the Meaningful Report

CI Staff   25X1A

Thursday, 3 August 1967

                                       Mr. ███████   25X1A

0900-1400   Biographic Research Practical
            Exercise (concluded)

Friday, 4 August 1967

0900-1130   Critique of Practical Exercise

1130-1200   Final Administration